



## **Bullitt County Public Schools**

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Shepherdsville, Kentucky 40165

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[www.bullittschools.org](http://www.bullittschools.org)

### **MEMORANDUM**

**TO: ALL DISTRICT EMPLOYEES**

**FROM: KEITH DAVIS, SUPERINTENDENT**

**DATE: OCTOBER 20, 2009**

**RE: NOTIFICATION**

On the morning of October 20, 2009, a Bullitt County School System employee logged onto a secure Web Enrollment System to determine which Bullitt County School System employees had not completed the 2010 health insurance Open Enrollment process. At 7:47 a.m. the employee of the Bullitt County School System mistakenly, without any willful intent, sent an electronic mail message to approximately 1,829 Bullitt County School System employees containing approximately 676 Bullitt County School System employee names and social security numbers, who were identified as not having completed the 2010 Open Enrollment process. At 7:59 a.m., the employee recognized the mistake and attempted to "recall" the electronic mail message. Approximately 737 of 1,829 were successfully "recalled". Additionally, the Bullitt County School System IT has successfully removed 1,089 electronic mail messages not successfully "recalled" from each recipient's electronic mail box. Three electronic mail messages were sent out of the Bullitt County School System and the recipients have been contacted and instructed to delete the electronic mail message and send verification of same. Thus, all 1,829 electronic mail messages have been accounted for.

The Bullitt County School System and Public Employee Health Insurance Program believe that they have taken immediate steps to mitigate any real or perceived damages to the affected Bullitt County School System employees.

The Bullitt County School System takes these types of situations very seriously and will do all that it can to ameliorate any negative ramifications from this occurrence, as well as prevent similar occurrences from happening in the future. Should you have any additional questions or concerns, please contact Becky Sexton, Assistant Superintendent for Support Services at (502) 869-8000 or Joe R. Cowles, General Counsel, Public Employee Health Insurance Program and HIPAA Privacy Office at (502) 564-7430.

**FOR IMMEDIATE RELEASE**

**NOTIFICATION**

Pursuant to the American Recovery and Reinvestment Act of 2009, § 13402(e)(2)-(4) and (f), Pub. L. No. 111-5 (2009), the Bullitt County School System has encountered an information breach. An investigation is currently being conducted and has obtained the following information:

On the morning of October 20, 2009, a Bullitt County School System employee logged onto a secure Web Enrollment System to determine which Bullitt County School System employees had not completed the 2010 health insurance Open Enrollment process. At 7:47 a.m. the employee of the Bullitt County School System mistakenly, without any willful intent, sent an electronic mail message to approximately 1,829 Bullitt County School System employees containing approximately 676 Bullitt County School System employee names and social security numbers, who were identified as not having completed the 2010 Open Enrollment process. At 7:59 a.m., the employee recognized the mistake and attempted to "recall" the electronic mail message. Approximately 737 of 1,829 were successfully "recalled". Additionally, the Bullitt County School System IT has successfully removed 1,089 electronic mail messages not successfully "recalled" from each recipient's electronic mail box. Three electronic mail messages were sent out of the Bullitt County School System and the recipients have been contacted and instructed to delete the electronic mail message and send verification of same. Thus, all 1,829 electronic mail messages have been accounted for.

The Bullitt County School System and Public Employee Health Insurance Program believe that they have taken immediate steps to mitigate any real or perceived damages to the affected Bullitt County School System employees. It is the policy of the Public Employee Health Insurance Program to handle these types of HIPAA privacy and security issues swiftly and with full transparency.

Individual notices will be mailed first class to the specific individuals affected alerting them that their protected health information has been or is reasonably believed to have been accessed or acquired as result of the information breach. Additional notice will be sent to the U.S. Department of Health & Human Services.

For additional information please contact Joe R. Cowles, General Counsel, Public Employee Health Insurance Program and HIPAA Privacy Office at (502) 564-7430 or Becky Sexton, Assistant Superintendent for Support Services at (502) 869-8000.

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